

Purchased Leave Plan

Original Implementation Date:		Approved by:
Date of Last Revision:	August 13, 2021	Approved by: Jacques Dubé, CAO
Effective Date of Last Revision:	January 6, 2022	Approved by: Jacques Dubé, CAO

1 – Policy Name

Purchased Leave Plan

2 – Purpose

The Municipality recognizes the benefits of providing employees with time from work to refresh and re-energize themselves through time with family and friends, personal development, travel, etc. and provides the opportunity for employees to use part of their annual salary to purchase additional leave over a period of time. The intent is to provide job protection and a funding option so employees can more easily manage the cost of additional leave.

3 – Objectives

The objectives of this Policy are:

- To provide an opportunity for employees to fund the cost of additional leave.
- To foster work conditions which support employee wellbeing and psychological health.
- To encourage work-life balance.
- To support talent recruitment, retention and engagement.
- To provide workplace flexibility.
- To treat employees in a fair and equitable manner.

4 – Scope

This Policy applies to all permanent and temporary non-union employees.

5 – Definitions

NA

6 – Roles and Responsibilities

Executive Directors

Executive Directors are responsible for:

- Ensuring proper administration of this Policy and delegating approval authority to directors/managers/supervisors as appropriate.

Directors/Managers/Supervisors

Directors/Managers/Supervisors, who are delegated this authority by the Executive Director, are responsible for:

- Considering leave requests in accordance with the requirements of the Policy.
- Assessing operational requirements in light of all leave requests.
- Approving/denying leave requests.
- Supporting the employee in addressing situations that require leave while balancing operational requirements.
- Administering the Policy in a fair and equitable manner.
- Ensuring leaves are accurately recorded.

Employees

Employees are responsible for:

- Submitting leave requests to their immediate director/manager/supervisor, with as much advance notice as possible.
- Accurately reporting all leaves on a regular basis.

Human Resources

Human Resources is responsible for:

- Providing support to business units regarding the fair and equitable administration of this Policy.

7 - Policy Regulations

- A. Employees may request additional time off (a minimum of 5 days to a maximum of 40 days and any number of days between the minimum and maximum) with pay, purchased through payroll deduction over 26 pay periods. The reason for the leave is up to the employee, for needs that are personal in their life.
- B. Approval from the immediate director/manager/supervisor is required for all purchased leave requests. Approval is not automatic and will depend on operational requirements. If the employee intends to take more than three weeks of continuous time, this should be discussed with their immediate director/manager/supervisor as soon as possible, so they are aware of the dates of any extended absences. Requests to use purchased leave should be made in the same manner as vacation requests.
- C. Employees may make a purchased leave request at any time during the year by submitting a *Purchased Leave Plan Application for Non-Union Employees* to their director/manager/supervisor. Once the request has been processed by Payroll, the cost of the leave will be deducted from the bi-weekly salary of the employee, in equal increments, for the next 26 pay periods. Only one purchased leave request may be in

effect at any one time. In other words, a leave must be used and fully paid for before another request can take effect.

- D. Purchased leave cannot be carried forward and must be used during the 26 pay period during which deductions are being made. Purchased leave should therefore be exhausted before any vacation is used.
- E. All group insurance benefits will continue during periods of purchased leave, just as if the employee were on regular vacation. Income Tax, EI and CPP will be calculated on the reduced pay. Pension, LTD and life insurance will be calculated on the original, unreduced pay and contributions to pension and group insurance benefits will not be reduced.
- F. Pay increases during the year will result in an increased deduction from the date the pay increase becomes effective regardless of whether any leave has actually been taken. Because employees are purchasing time off, the cost of that purchase must reflect their actual salary during the time period during which deductions are made. For example, if an employee was purchasing additional leave and had a salary adjustment after the first three months of deductions, their deduction for purchased leave would be proportional to their old salary for the first three months and proportional to their new salary for the last nine months.
- G. Purchased leave arrangements represent a binding contract and cannot be cancelled except by mutual consent. In the event employment terminates, any amounts owing by the employer or the employee will be deducted/refunded on the final pay cheque.
- H. In the event where it is reasonable to presume that an employee's purchased leave is significantly disrupted by a death in their family, the remaining purchased leave may, at the employee's request, be postponed and deemed to be bereavement leave rather than purchased leave. The postponement request must be made at the time of the death of a family member.

8 – Repeal

NA

9 – Effective Date

January 6, 2022

10 – Related Policies and Practices

Temporary Non-union Employees
Vacation

11 – Policy Review

Review every 5 years.

12 – Contact

MyHR@halifax.ca or 902-490-6145.

13 – Attachments

[Purchased Leave Plan Application for Non-Union Employees](#)